(FACILITY INFORMATION)

(DATE)

(ETC)

Dear Ms. XXX,

In these trying times, we hope this letter finds you and your loved ones healthy and safe. As a previous participant in the (FACILITY NAME) Lung Cancer Screening Program, we thank you for trusting us to be a partner on your healthcare team.

We wanted to update you about the status of lung cancer screening at our facilities during COVID-19. Lung cancer remains the leading cause of cancer death for both men and women. Lung cancer screening is an elective exam, but it is also time sensitive. *Early detection saves lives*.

Our records indicate that your annual lung cancer screen was due on or about (DATE).

We have resumed scheduling patients for screening, and we ask you to discuss getting your next screening exam with your physician. Once you have your doctor’s order for your annual low-dose CT lung cancer screen, please call us at (XXX-XXX-XXXX) to schedule your exam.

We want you to know that we are committed to your health and wellness. During COVID-19 your imaging practice may implement the following safety precautions: thermal temperature scanning, social distancing, masking, no extra people in waiting rooms, and/or other precautions as appropriate for your safety.  If you have any questions or concerns about visiting one of our facilities at this time, please feel free to contact me at the above number.

We look forward to seeing you again soon for life-saving lung cancer screening.

Sincerely,

(TITLE/PROGRAM)